

UNC Online Leadership Collaboration Mission, Membership, Officers, and Meetings (rev. 3/17/2023)

I. **Composition**

The UNC Online Leadership Collaboration (OLC) is a group made up of distance education and online learning leaders across all institutions of the University of North Carolina System.

II. **Mission**

To share knowledge and collaborate on initiatives that serve online and distance learners.

III. **Vision**

To offer mutual support, share ideas and faculty development techniques, and provide continued education and advocacy for online learning offices in the UNC System.

IV. **Values**

Communication: The effectiveness of the UNC OLC will stem from our ability to communicate in both writing and digital formats across our institutions and with personnel from the UNC System Office. Communication consists not only of disseminating pertinent information that can impact online and distance learners but resources to support and enhance the delivery of online programs at each institution.

Collaboration: There is an adage that higher education institutions often operate in a silo. Relative to distance education, the UNC OLC will meet regularly to share resources, best practices, funding strategies, and institutional initiatives to empower each institution to fulfill its strategic goals. Collaboration can enhance operational efficiencies and fiscal responsibility across the seventeen constituent institutions of the UNC System.

Advocacy: The academic rigor, convenience, and affordability of distance or online education in North Carolina are marketable characteristics. The technological and resource support to sustain online programming requires the engagement and support of system governance. The inclusion

of diverse institutional contexts is necessary to advance system-level initiatives.

V. **Strategic Areas**

The UNC Online Leadership Collaboration is currently working on an action plan to address common online learning issues and needs across institutions in these five strategic areas:

- Faculty support
- Student success
- Organizational development
- Policy and accreditation
- Technology development and application

VI. **Activities**

The UNC Online Leadership Collaboration meets monthly for 1 hour. In addition, the following activities and resources are part of the group:

- *Action Plan*: A working document with objectives, deliverables, dates, and action items to improve and advocate for online learning and distance education across institutions in the system.
- *Subject Matter Expert Directory*: A list of the areas of expertise for each member of the group.
- *Professional Development Assessment*: Working document with online learning and distance education professional development needs across institutions.
- *Digital Repository*: A platform for the exchange of documents, templates, and other resources related to online learning and distance education.

VII. **Membership**

Individuals with primary responsibilities of providing distance education and online learning leaders from each of the seventeen institutional members of the University of North Carolina may request membership in the UNC OLC. On campuses where a single Office of Distance Education (or equivalent) does not exist, the chief academic officer of the institution may nominate individuals who work in areas consistent with the mission of this organization.

Nomination for membership in the UNC OLC lies with the discretion of directors/leaders of distance education and online learning in consultation with his/her administrative head; membership is vested in the individual by virtue of his/her role on campus and its relationship to the mission of the UNC OLC. Each member's participation in the UNC OLC should be supported by the campus or unit s/he represents.

VIII. Meetings

The UNC OLC will meet monthly online via a web conferencing system.

IX. Dues

There are currently no dues for UNC OLC participants. This policy will be reviewed as necessary and is subject to change upon approval of the UNC OLC membership.

X. Voting

All actions of the UNC OLC, including elections, must be ratified by a simple majority vote of UNC OLC voting members. If a simple majority vote is not obtained within the context of a scheduled meeting, absent members must be polled. The Communications Officers are responsible for polling the membership on actions and providing full disclosure of votes to UNC OLC members, with assistance from the Chair and Vice Chair as needed.

XI. Voting Membership

Given the variation of distance education and online learning staffing across UNC campuses and a goal of equal representation in UNC OLC decision-making, only ONE member from each campus will cast a vote during any official voting procedures, including UNC OLC leadership roles. Given this, we trust each campus with more than one representative will consult with one another to decide which one member will cast any votes. The Officers will coordinate any voting procedures and will make every attempt to ensure that each campus has cast a vote toward any decisions (within a reasonable amount of time). If any vote is to be made outside of a virtual meeting, the Officers will make every attempt to contact the primary representative from each campus via email or phone. Ultimately, the Officers must set a deadline for submitting any votes and should proceed forward with any decision-making after that deadline using reasonable judgment that best represents the majority vote.

XII. Officers

The UNC OLC leadership includes the Chair, Vice Chair, and Communications Officer(s). At the July meeting, those interested in serving in a leadership position will be asked to put their name forth for consideration. Of the leadership positions for the UNC OLC, each is to be elected by a majority voting membership for a one-year term, with the possibility of a one-year term extension. The chair must have at least one year of committee service prior to being appointed.

A. Chair: Responsibilities will include:

- Provide strategic direction and promote communication with Members to advance the strategic goals and Mission of the UNC OLC;
- Lead monthly meetings of the UNC OLC, preparing an Agenda with the Vice Chair and Communications Officers in advance after seeking input from UNC OLC members;
- Maintain ongoing communication with other Officers and Members;
- Engage UNC OLC members with each other and with others from whom they might benefit (e.g., agencies, committees, or organizations outside of the UNC OLC), to enhance the work of distance education and online learning leaders across all UNC campuses;
- Serve as the primary contact or liaison between the UNC OLC and UNC System Office, key representatives from each campus, as well as with outside agencies or organizations.

B. Vice Chair: Responsibilities will include:

- Support the Chair and other Officers in their work in providing strategic direction and promoting communication with Members to advance the Mission and goals of the UNC OLC;
- Assist the Chair and Communications Officers in planning monthly meetings of the UNC OLC, preparing an Agenda in advance after seeking input from UNC OLC members and/or Subcommittees;
- Provide leadership and oversight for the UNC OLC in relation to any Subcommittees that may be formed;
- Represent the Chair and/or UNC OLC in meetings, events, or situations when the Chair for whatever reason is unavailable to represent the UNC OLC.
- The position of Vice Chair is a one calendar year term, with the possibility of a one-year term extension and/or succession to the Chair role.

- The Vice Chair supports the Chair and serves in place of the Chair when s/he is not available to conduct official business.

C. Communications Officer(s): Responsibilities will include:

- Establish and promote effective communication among the membership about UNC OLC activities and related topics, including document sharing, maintaining a current roster of members, preparing meeting agendas, writing and distributing meeting minutes, and circulating any relevant reports or information to members;
- Inform all members of the UNC OLC of scheduled meetings, votes, et al., and encourage them to attend;
- Establish and maintain communications with other organizations or distance education and online learning leaders and system governance bodies as needed (e.g., committees of UNC System Office, etc.).
- The position of Communications Officer is for one calendar year term, with the possibility of a one-year term extension.
- Conduct social media campaigns, maintain social media accounts, promote UNC OLC events, and serve as a liaison to the UNC System Office technology team.

**Other Officer positions may be created and/or elected as needed and approved by the Membership.

XIII. Election of Officers

Elections will be held annually, according to the following:

- **Nomination Process:** In the first year of each term of the officers, an open call for nominations for officer positions will be announced at the July meeting of the UNC OLC. The deadline for nominations will be one day prior to the August meeting of the UNC OLC. Each nominee will have an opportunity to make a statement at the August meeting if they so desire.
- **Voting:** Voting will take place electronically during the November meeting of the UNC OLC. Each member campus will cast one vote for each elected office (i.e., per “XI. Voting Membership” above).
- **Results:** The results of the election will be announced during the November meeting following the voting period.

Term of Service: The newly elected officers will be handed the reigns of leadership responsibility at the conclusion of the November meeting of the UNC OLC, and they will serve for a 1-year term (per “XII. Officers” above).